



SERVICE/SUPPORT ANIMALS IN UNIVERSITY COLLEGE HOUSING POLICY

Overview

Booth University College ("Booth UC") is committed to the inclusion and accommodation of students with disabilities in all aspects of the academic program, including those who require Service/Support Animals. To better meet this commitment, Booth UC has adopted the following policy setting out the procedure for students seeking to have a Service/Support Animal in on-campus housing.

1. Service/Support Animal Definition

An animal will be considered a Service/Support Animal where:

- a) the animal that has been trained to provide assistance to a person with a disability that relates to the student's disability; or
- b) a letter is provided by the student's treating physician confirming that the student requires the animal for reasons relating to the student's disability.

2. Documentation Requirements

Students seeking to have a Service/Support Animal reside in on-campus housing are required to be registered and approved with the Accessibility Program in the Student Services Department (SSD) and also submit the following supporting documentation to verify the need for a Service/Support Animal:

- a) Evidence of the animal's participation in a training or certification program to assist with the student's disability; or
- b) Evidence from the student's treating physician confirming that the animal is required because of the student's disability.

Students submitting documentation from a physician as set out in 2(b) above must use the *Request for Service/Support Animal in On-Campus Housing Form*.

The SSD may request additional medical or other information it determines to be necessary in order to properly consider the student's request.

While documentation may be submitted at any time, in order to ensure that arrangements can be made to accommodate a Service/Support Animal, students are required to submit all documentation supporting their request to bring a Service/Support Animal into on-campus housing by May 1st for the fall semester and September 1st for the winter semester.

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Upon registering with the SSD and submitting the required documentation, a meeting will be scheduled with the student to review the request for accommodation, documentation and any additional information that may be necessary to properly consider the request.

In considering the student's request to bring a Service/Support Animal into on-campus housing, the SSD may take into account, amongst other factors, any cost, impact on others, and health and safety requirements related to having the Service/Support Animal in on-campus housing. The SSD response will be:

- a) the request has been denied and provide reasons for denying the request; or
- b) the request has been conditionally approved pending the development of an accommodation plan, the student agreeing to certain obligations and responsibilities with respect to having a Service/Support Animal in on-campus housing, and the signing of the BoothUC Emotional Support Animals Living in Residence Agreement.

4. Appeals Procedure

Appeals regarding a determination made under this policy should be submitted in writing within 14 days of the student having received a written determination from the SSD.

5. Other Students in On-Campus Housing

Fellow students living in on-campus housing that may have concerns about the presence of a Service/Support Animal should contact the Dean of Students to have their concerns considered. Booth UC will make reasonable efforts to respond to such matters as expeditiously as possible.